



## King County TRANSIT PARTS SPECIALIST

DEPARTMENT OF TRANSPORTATION - TRANSIT DIVISION/VEHICLE MAINTENANCE SECTION

Hourly Rate Range: \$15.43 – \$22.04

Job Announcement: 04AB4287

OPEN: 5/26/04

CLOSE: 6/9/04

**WHO MAY APPLY:** This recruitment is open to the general public, internal candidates will have preference. It will be used to fill one current vacancy and establish an eligibility list that may be used to fill permanent and temporary vacancies that may occur over the next twelve months.

**WHERE TO APPLY:** Required forms and materials must be sent to: 201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104 or hand-delivered to **Career and Employment Center** at 201 S. Jackson Street. Applications materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 or [adrienne.bunney@metrokc.gov](mailto:adrienne.bunney@metrokc.gov) for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](#), supplemental questionnaire, resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are **required**.

**WORK LOCATION:** Positions work at any of several Maintenance locations throughout the county.

**WORK SCHEDULE:** Employees may work on one of three shifts. Those who are assigned to off shifts will receive shift differential pay in accordance with provisions of the ATU Local 587 labor agreement. Employees in this classification work 40 hours per week and are overtime eligible.

### **PRIMARY JOB FUNCTIONS:**

- Receive, inspect, store and issue a wide variety of heavy-duty transit bus parts, diesel engine parts and sub-system components, accessories, hardware and safety supplies to support fleet maintenance.
- Disburse building maintenance supplies, miscellaneous tools, trolley overhead equipment and other materials and supplies typically used in a heavy-duty diesel shop environment.
- Request stock transfer from other parts rooms to replenish stock, order other special stock or supplies from outside vendors in an emergency situation when stock cannot be obtained from within Metro/KC inventory system.
- Check and count parts and other requisitioned stock to ensure billing accuracy. Check incoming stock against packing-slips, bills of lading, purchase orders and delivery receipts. Itemize parts and stock on work orders and charge items to appropriate accounts.
- Assist mechanics and other shop employees in identifying and locating needed parts as required.
- Maintain computerized stock records and relevant files; prepare material receipts and other documentation as required.
- Prepare appropriate storage space for incoming stock. Load and unload stock and stock shipments using a variety of warehouse equipment such as forklifts, overhead cranes, wire coiling machines and trucks.
- Maintain appropriate stock levels through cyclic and annual inventory, salvage and store used parts and perform minor repair work on tools and equipment as needed.
- Perform special projects, as requested by supervisor, such as researching cost estimates, order-to-ship times, minimum order points and new product evaluation.
- Input and extract data using a computer terminal as required.
- Perform other related duties as assigned.

**QUALIFICATIONS:**

- Two years of warehousing or parts room experience including ordering, receiving, stocking, storing and issuing parts, equipment, materials, and supplies in a safe and efficient manner in a computerized inventory system environment, or the completion of a vocational warehousing and/or parts counter training program.
- A basic knowledge of receiving, storing and issuing parts, equipment, materials and supplies, and demonstrated ability to effectively use a computerized inventory system.
- Ability to read and understand parts catalogs and technical publications written for transit coach parts and heavy-duty diesel or truck parts.
- Ability to receive stock, store and issue parts, equipment, materials, and supplies in a safe and efficient manner.
- High school education or GED is required.
- Possession of a valid Washington State driver's license at the time of hire is required. (A valid Washington State driver's license must be maintained.)

**PHYSICAL REQUIREMENTS:** The job requires basic levels of physical skill and regular kneeling, bending, squatting, reaching above and below the waist, pushing, pulling, lifting, and carrying items weighing up to 50 pounds. This job may include pick-up and delivery of parts. Occasional lifting, carrying, with assistance, of items up to 100 pounds is required.

**WORKING CONDITIONS:** Work is performed at various vehicle maintenance bases with exposure to grease, dirt, noise, carbon monoxide and diesel fumes. Some duties are also performed outdoors, involving exposure to all kinds of weather. Work is also performed in a warehouse with large storage racks.

**SELECTION PROCESS:** The hiring authority will screen all applications for qualifications. The most competitive candidates who meet the qualifications will be scheduled for a written examination. Candidates who receive the highest scores on the written exam will be invited to participate in an interview process and hands-on test. The most competitive candidates advancing for further consideration will undergo a final interview. Hiring officials may contact the applicants' current and former supervisors, co-workers, subordinates and/or customers to conduct reference checks. The selected finalist must successfully complete a physical examination and pass a review of their driving abstract prior to being offered the position.

**UNION REPRESENTATION:** This position is represented by the Amalgamated Transit Union, Local 587.

**CLASS CODE: 950070**

**SUPPLEMENTAL QUESTIONNAIRE**  
**TRANSIT PARTS SPECIALIST 04AB4287**

1. What experience do you have in the areas of packaging and shipping material; organizing and storage of parts; and working directly with customers?
2. Discuss your knowledge of and background experience in inventory control. Give examples and state the length of this experience.
3. What personal qualities do you have that will help you with this job?
4. State your experience working with software programs including but not limited to word processors, spreadsheets, databases and any software specialized for inventory control. Be specific in the type of software, how it was used. Describe your training and your length of experience.
5. Explain your expectations on this job/ of this company.